

**ST. PHILOMENE**



**SCHOOL**

**Parent Student Handbook**

**2009/2010**

*Pride in yourself is pride in your school*



# TABLE OF CONTENTS

Introduction	1
<b>School Philosophy</b>	<b>2</b>
Vision	2
Mission	2
Philosophy	2
<b>St. Philomene School Student Learning Expectations</b>	<b>2</b>
<b>Academic Policies</b>	<b>3</b>
Grading	3
Graduation	3
Homework	3
Honor Roll	4
Progress Reports	4
Promotion/Retention	4
Report Cards	5
Testing	5
<b>Admissions Policy</b>	<b>5</b>
<b>Arrival &amp; Dismissal Guidelines</b>	<b>6</b>
<b>Communication</b>	<b>7</b>
School/Office Information	8
<b>Parent/Student Organizations</b>	<b>9</b>
<b>Discipline/Conduct</b>	<b>11</b>
<b>Dispute Resolution Process</b>	<b>15</b>
Procedure for Recommended Transfer	16
Types of Discipline	16
<b>Extracurricular Activities</b>	<b>18</b>
Field Trip Policies	21
<b>Financial Policies</b>	<b>22</b>
<b>General School Information</b>	<b>23</b>
Absentee/Tardiness Guidelines	23
Books	24
Extension Program	24
Hot Lunch	25
Library	25

# TABLE OF CONTENTS

Lost & Found	25
Milk & Juice	25
Parties	26
<b>Religion</b>	26
Sacramental Program	26
School Liturgy	26
Sunday Liturgy	26
<b>Health &amp; Safety Rules</b>	26
Drugs & Medicines	28
Notification of Parents	28
<b>EMERGENCY ACTIONS</b>	30
<b>SPECIFIC DISASTER PROCEDURES</b>	30
<b>RELOCATION PROCEDURES</b>	32
<b>STRUCTURE OF THE SCHOOL</b>	33
<b>ST. PHILOMENE SCHOOL EMERGENCY PLAN</b>	34
<b>GENERIC INFO TO PROVIDE EMERGENCY SERVICES</b>	33
<b>BOMB THREAT PROCEDURES</b>	34
<b>Illness/Health</b>	34
Signature Verification Form	35
Student Insurance	36
<b>Student Service Program</b>	36
<b>Technology &amp; Internet</b>	36
<b>Uniforms/Student Appearance</b>	38
<b>Use of Student Information/Pictures</b>	40
<b>Right to Amend</b>	40
<b>Parent/Student Agreement &amp; Signature Verification Form</b>	41
<b>Parent/Guardian Signature</b>	41

# ST. PHILOMENE CATHOLIC SCHOOL

2320 EL CAMINO AVENUE

SACRAMENTO CA 95821

916-489-1506

*www.stphilomene.org*

## INTRODUCTION

The aim of excellent education is the development of the whole student, academically, emotionally, physically and spiritually in an atmosphere of discipline, order and respect.

St. Philomene School, an elementary Catholic School in the Diocese of Sacramento, is owned and operated by St. Philomene Parish. St. Philomene School is committed to excellence in Christian education from kindergarten through eighth grade.

This Handbook contains the school philosophy, policies, and regulations. Excellent education is the result of the combined efforts of the school, the family and the student. Parents and students should take time to become familiar with the contents of this handbook. The signature sheet at the back of this handbook **MUST** be signed by both parents/guardians and students and **returned by the date indicated**. Please keep this handbook in a safe place where it can be referred to as needed.

This handbook is for informational purposes only. It is not intended to represent the full and complete policy of the school. All rules, regulations, requirements, etc. of both the State of California and Diocese of Sacramento also apply, although not necessarily listed herein. Also, the school reserves the right to change, alter, delete, add to, or otherwise amend this handbook without notice. All inquiries regarding information in this handbook should be directed to the principal who has the sole responsibility for the content hereof.

# **SCHOOL PHILOSOPHY**

## **VISION**

Each graduating student will be an academically, physically, morally, and spiritually competent adolescent ready and willing to face the challenges of high school.

## **MISSION**

St. Philomene School will provide its students with a balanced, high-quality Catholic/Christian education in a welcoming community.

## **PHILOSOPHY**

At St. Philomene School we provide a rich spiritual environment within an academic community. We recognize that parents are partners in the educational process. We seek to develop the whole child in a Catholic setting by providing a comprehensive program that integrates Christian practice and Catholic identity. We honor diversity and help children to further enhance their self worth in a safe and nurturing environment. We offer a challenging curriculum designed to create life long learners who possess the analytical, critical, communicative and civic skills to adapt to an ever-changing world.

# **ST. PHILOMENE SCHOOL STUDENT LEARNING EXPECTATIONS**

## **THE ST. PHILOMENE GRADUATE WILL EXHIBIT THE FOLLOWING QUALITIES:**

### **Catholic Christian who**

Actively prepares and participates in liturgical celebrations

Demonstrates knowledge of scriptures, Church teachings and traditions

Practices service and stewardship

Shows awareness and respect for all God's creation through care of the school, community and global environment

### **Responsible citizen who**

Explores, articulates, and celebrates the customs and heritage of our multicultural community

Works and interacts cooperatively, demonstrating tolerance, respect and fairness

Understands the basic responsibilities of a citizen

Participates in school and community events

### **Academically prepared student who**

Demonstrates basic skills and knowledge as defined by the Diocesan Curriculum Standards

Reads, writes and verbalizes effectively

Uses and applies current technology

# ACADEMIC POLICIES

## GRADING

A student must have a 2.0 overall grade point average in order to be promoted to the next grade. Students receiving a C- or below in any subject area may be required to raise their grade through summer school and/or tutoring. Following is a breakdown of the system used to determine grade point average:

A = 4.0	B+ = 3.5	C+ = 2.5	D+ = 1.5	F = 0
A- = 3.7	B = 3.0	C = 2.0	D = 1.0	
	B- = 2.7	C- = 1.7	D- = .7	

### Grade Point Percentages:

A = 96-100	B+ = 87-89	C+ = 77-79	D+ = 67-69	F = Below 60
A- = 90-95	B = 83-86	C = 73-76	D = 63-66	
	B- = 80-82	C- = 70-72	D- = 60-62	

### Christian Citizenship:

2 detentions in a trimester will lower the Christian Citizenship grade by one grade.

6 checks in a trimester will lower the Christian Citizenship grade by one grade.

## GRADUATION

Participation in any graduation activities is a privilege. Students may lose the privilege of participating in these activities due to inappropriate behavior, incomplete or failing work, or incomplete service hours. Graduation exercises consist of a baccalaureate mass, usually held in the morning, and a graduation ceremony, usually held in the evening of the same day. The graduation exercises are to be dignified and as simple as possible. Graduation activities are at the discretion of the administration and the eighth grade teacher. Parties for graduates after graduation are the sole responsibility of the parents. The graduation fee is \$80.00 and is due February 1. Graduation dress should be modest and appropriate. Boys are to wear dress pants, dress shoes, ties and shirts. Girls should wear dresses, skirts or dressy pants. Dresses and skirts should be an appropriate length. Strapless, spaghetti straps, backless or low-cut dresses are not acceptable. Graduation gowns will be worn at both the baccalaureate mass and graduation ceremony. **POST GRADUATION:** prior arrangements must be made with a teacher or principal for graduates to attend/be on campus post graduation.

## HOMEWORK

Homework is given to reinforce class work and promote study skills. Homework also provides the parent/guardian with the opportunity to monitor their student's schoolwork. Parents/guardians should look through the finished work and, when asked to sign a paper, do so only after thoroughly checking the work. Homework is due at the beginning of the assigned class period. Students who are delinquent in homework assignments are given a SAD (Student Assignment Delinquency), no

late work is accepted in grades 5–8. The student is sent to the office and must call a parent/guardian notifying them of the incomplete or delinquent work. A record is kept of all SADs in the office. All SADs also result in a check and a zero on the assignment. Two SADs per week result in a detention for grades 6-8 and three SADs per week result in a detention for grades 4-5.

**Approximate Time Allotment For Homework:**

Kindergarten	15 minutes
Grade 1-2	20-30 minutes
3-4	30-40 minutes
5-6	45-60 minutes
7-8	60-90 minutes

This is an overall average. Daily time will depend on the individual’s ability to manage time and to plan for long-range assignments. Due to funding limitations St. Philomene provides minimal services to students with special needs. It may be necessary for parents to provide additional outside support for those students.

**HONOR ROLL**

Students in grades four through eight are eligible for Honor Roll for each report card period. The subject areas to be recognized are: religion, math, science, social studies, English, reading, computer, art (7<sup>th</sup> & 8<sup>th</sup> grade), P.E. and spelling. Students must maintain a B or higher in Christian Citizenship to be eligible for Honor Roll. Detentions, SADs, and tardiness will adversely affect citizenship grade. The “Principal’s List” is for those students who maintain a grade point average of 3.7-4.0 and have no D’s or F’s. Honor Roll is for those students who maintain a grade point average of 3.0-3.6 and have no D’s or F’s.

**PROGRESS REPORTS**

Progress Reports are sent home six weeks prior to report cards. Students in grades K-8 receive progress reports each trimester.

**PROMOTION/RETENTION**

- Students who satisfactorily complete a grade’s work and who are correspondingly mature shall be promoted to the next grade.
- Parents/Guardians shall be kept informed about the progress or lack of progress for their children.
- A student shall not remain more than two (2) years in any single grade. If in the teachers judgement retention is probable, the principal shall be notified and arrangements shall be made for a conference with parents/guardians no later than the end of the first semester.
- Both parents and teachers must consider the necessity of providing special assistance (i.e. tutoring, summer school, etc.) to the student in question or of directing the student toward some alternative program which is more realistically suited to his/her needs.

## REPORT CARDS

Report cards are issued at the end of each trimester. A \$5 replacement fee will be charged for lost or damaged report cards. Grades may not be issued to students who have been absent eight or more days during the trimester unless the required work has been satisfactorily completed. A uniform grading code is used throughout the Diocese school system. (Numbers for grades 1-3, Letters for grades 4-8, S&U for all grades)

**Code:** This code is listed on the report cards:

5 = Exceeds grade level expectations

A = Outstanding achievement

4 = Consistently meets grade level expectations

B = Above average achievement

3 = Usually meets grade level expectations

C = Average achievement

2 = Below grade level expectations

D = Minimum achievement

S = Satisfactory U = Unsatisfactory

F = Below minimum achievement

## TESTING

Achievement tests are administered to grades 2-8 in the fall of each year. This series covers reading, mathematics, language arts, social studies, science and study skills. The results of the Standardized Achievement Test will be shared with the parents/guardians. We ask you to encourage your children to do their very best on these tests.

## ADMISSION POLICY

St. Philomene School admits students of any color, race, religion, nationality, or ethnic origin. We do not discriminate on the basis of sex, color, race, nationality or ethnic origin in our educational or admission policies, or in our scholarship, athletic and other school administered programs. A student will not be admitted unless the parent(s) understand and accept the parent/student handbook and the school policy that all students take part in the daily religion classes and attend any religious functions as part of their total program at St. Philomene School. Due to funding limitations St. Philomene provides minimal services to students with special needs. It may be necessary for parents to provide additional outside support for those students. Parents are to support fund-raising activities and social events and to attend parent evenings and meetings, which involve their child(ren).

### Admission Priorities

The following are admission priorities at St. Philomene School:

1st priority is given to returning students of St. Philomene School

2nd priority is given to students who have brothers/sisters in our school.

3rd priority is given to students whose families are registered and actively participating members of St. Philomene Parish.

4th priority is given to students transferring from another Catholic school.

5th priority is given to students from another parish.

6th priority is given to Non-Catholics.

**All new students will be on probation for the entirety of their first school year.**

It is the policy at St. Philomene School that a “readiness” screening will be administered to all prospective kindergarten students.

### **Age of Admission**

A child must be five years of age by September 1 to enter Kindergarten. A child who is six years of age by September 1 may be admitted to first grade.

### **Entrance Regulations**

The State of California requires that all children entering school must provide evidence of current and complete immunization records and birth certificate. First Grade: It is also required by the State that each child entering first grade must present satisfactory evidence to the school that he/she has received specified health screening and evaluation services within the previous 18 months. Screening is required for all incoming students; two years report cards and test scores must be submitted to the principal for review and an interview must be set up with the principal.

## **ARRIVAL AND DISMISSAL GUIDELINES**

### **Arrival**

**Children may not arrive on the playground before 7:45 am.**

Arrangements must be made to have children enrolled in the Extension Program if you will be dropping them off before 7:45 a.m. Any children on the playground before 7:45 a.m. will be sent to the Extension Room and the parent/guardians will be billed for this service. The El Camino entrance gate is locked at 8 a.m. Arrivals after 8 a.m. must use the Bell Street entrance.

### **Daily Schedule**

- Bell for beginning of school day                      8 a.m.
- Morning recess (grades K-4)                              9:55–10:10 a.m.
- Morning recess (grades 5-8)                              10:15–10:30 a.m.
- Lunch (grades K-4)    11:25–12:10 p.m.
- Lunch (grade 5-8)    12:15–1 p.m.
  
- Dismissal Grade TK    11 a.m.
- Dismissal Grades K-4    2:45 p.m.
- Dismissal Grades 5-8    3 p.m.

**Every First & Third Friday of the month is a minimum day** due to faculty meetings. For other minimum days, check the school calendar and newsletters.

Grades TK-4: 8 a.m. - 11:45 a.m.                      Grades 5-8: 8 a.m. - Noon

## Dismissal Guidelines

Children must be picked up promptly after school unless they are to remain for athletics or other supervised activities. **Children not picked up by 3:15 pm will be sent to Extended Day Care and the appropriate fee will be billed to the parents/guardians.**

- As a safety measure, any child leaving school early must wait in the classroom until notified to come to the office on arrival of a parent/guardian, who will then sign the early dismissal register. Parents must wait in the office for the child. If the student returns to school again that day, he/she must report to the office first. In cases of emergency, the school secretary will notify the teacher.
- If children are in an athletic program and must remain for practice or a game, they will be under the supervision of the coach involved. However, siblings of those students cannot and will not be supervised by the coaches. Therefore, we require they be enrolled in the Extension Program (with prior arrangements made with the director) for the period of time that the activity requires. There will be a charge for this service.
- Students are forbidden by school policy to leave the school grounds once they have arrived at school. They may not leave school grounds and return while waiting for an after school activity nor leave the school grounds to go to any of the local shopping places for after-school refreshments, such as the Shell gas station and mini-mart. If it becomes necessary for a student to leave for any reason, he/she must have the permission of the principal.
- Children are to remain in school uniform on school grounds.
- Custody and release of minors: It is the responsibility of the parent/guardian to inform the school of custody status and subsequent changes and arrangements.
- Students riding public transit are to act in a proper manner at all times for they represent St. Philomene School.

## Parking Lot Directives

The procedure for dropping students off in the morning and picking them up in the afternoon is the following: When dropping students off in the morning, follow the orange pylons placed in the parking lot. There is to be **absolutely no traffic on the right side of the pylons**. All cars will enter from El Camino and drop students off in the schoolyard indicated by the pylons. All cars will exit next to the rectory onto Bell Street. **Children will not be allowed on the left side of the pylons due to moving vehicles.** For the afternoon pick up, enter from El Camino, and pull into the parking lot and park facing the south fence. Please exit via the rectory onto Bell. **The parking lot gates will be locked promptly at 3:15.** The El Camino entrance gate is locked at 8:00 a.m. No traffic will be allowed on the playground during school hours except during designated drop off and pick-up times. (Visitor parking is located in the small parking lot off Bell Street and must be used from 8 a.m. to 2:30 p.m.) **Special Note:** When arriving late to school you **must** use the designated visitor parking area as described previously. **Please do not park in those areas designated STAFF.**

# COMMUNICATION

## Confidentiality

Members of the St. Philomene staff cannot, by law, divulge information concerning any student to anyone who does not have what the law defines as a clear “need to know”. In disciplinary or academic situations, the only persons who meet this definition are the parents/guardians of the child involved.

## Newsline/Calendar

The 1st day of the school week a Newsline is published and sent home with the youngest or only child of each family. The Newsline serves as a source of information about school and parish activities as well as each classroom's activities and special assignments. This is an excellent way to keep informed about all events concerning the school. The monthly calendar will be sent home with the first Newsline of the month. The Newsline will be posted in the school office weekly as well as on the school website

## Parent/Teacher Conferences

Parent/Teacher conferences are held at the end of the first trimester in November. TK - 5th grade parents/guardians meet with their student's teacher. 6th - 8th grade students and their parents/guardians will meet with all their student's teachers at conferences. Parents/guardians are to take the initiative at all other times to keep themselves informed of their children's progress. Additional appointments and conferences with teachers are to be set up through the teacher; teachers are **not** to be called at their homes unless otherwise directed. Sufficient notice should be given to the teacher in order to promote a beneficial exchange between teacher and parent.

# SCHOOL/OFFICE INFORMATION

## Hours

The school office is open during regular school days from 7:30 a.m. to 4 p.m. Monday - Friday.

## Phone Numbers

School Office: 489-1506  
Fax Number: 489-2642  
Extended Day: 481-1593  
Voicemail: 489-5466

## Office Voicemail Extensions

Absent Line: 2#

Parent Club: 7#

## Web Address

[www.stphilomene.org](http://www.stphilomene.org)

## Faculty Voicemail Extensions & E-mail addresses

Mrs Kerri Bray-Smith 10#	<a href="mailto:kbray@stphilomene.org">kbray@stphilomene.org</a>	Kindergarten/TK
Mr. James Dickinson 11#	<a href="mailto:jamesd@stphilomene.org">jamesd@stphilomene.org</a>	First Grade
Mrs. Kelly Culley 12#	<a href="mailto:kculley@stphilomene.org">kculley@stphilomene.org</a>	Second Grade
Mrs. Patty Hill 13#	<a href="mailto:phill@stphilomene.org">phill@stphilomene.org</a>	Third Grade
Ms. Patti Harris 14#	<a href="mailto:harris@stphilomen.org">harris@stphilomen.org</a>	Fourth Grade
Mr. Tim Blake 15#	<a href="mailto:blake@stphilomene.org">blake@stphilomene.org</a>	Fifth Grade

Mr. Robert Tepolt 16#	rtepol@stphilomene.org	Sixth Grade
Mr. Robert Luippold 17#	luippold@stphilomene.org	Seventh Grade
Mr. Patrick Marquez 18#	pmarquez@stphilomene.org	Eighth Grade
Mrs. Rhonda Samoian 23#	samoian@stphilomene.org	Art/Computer/ Science
Mr. Dave French 24#	dfrench@stphilomene.org	P.E.
Mrs. Debra Mosbrucker 20#	dmosbrcker@stphilomene.org	Principal
Mrs. Patti Riens 21#	pattireins@stphilomene.org	Extended Program

### **St. Philomene School Support Staff**

Extension Director	Ms. Patti Reins
Extension	Mrs. Shannon Harvell
Athletic Director	Mr. Dave French/Patrick Marquez
Plant Manager	Terry Smith

### **St. Philomene School Administration**

Principal	Mrs. Debra Mosbrucker
Vice Principal	Mrs. Kerri Bray-Smith
Administrative Assistants	Mrs. Gretchen Novis

### **St. Philomene Parish (916) 481-6757**

Pastor	Father Eduino Silveira
Deacon	Mr. Charles “Red” Cheever
SRE Director	Mrs. Jane Rocha
Office Staff	Diane Dobitz & Edith Trejo

### **Telephone**

Students may use telephones for emergency calls only. Children may not use the phone to call home for forgotten P.E. clothes, homework or lunches.

## **PARENT/STUDENT ORGANIZATIONS**

### **Parent Club**

The purpose of this organization is to provide educational, financial, social, recreational and spiritual services to support St. Philomene School and to create an appreciation of Catholic education for the greater welfare of the school’s children. Also, this organization assists the pastor, principal, teachers, staff and School Board in developing a closer working relationship between the home, school and parish community. Parents are welcome at all meetings. Meeting times are posted in the Newslines.

**Officers:**

**President:** Teresa Rice

**Vice-President/s:** Cynthia Autrey & Ana Lisa Luippold

**Treasurer:** Denise Morris

**Secretary/s:** Anna Leland & Evelyn Smuskiewicz

**Hospitality:** Kristen Casale

**Ways and Means:** Margaret Hoffeditz

**School Advisory Commission**

This Board, as the direction setting body of our school, looks to provide a climate where faith can grow. The Board is supportive of the policies of the Bishop and Diocesan Board of Education. No policy of this Board shall become binding without the approval of the Pastor. Neither the Board as a whole, nor any individual member, shall formally entertain or consider communications or complaints until they have been first referred to the teacher, principal and the pastor. Individual members have status as Board Members only when acting formally as members of the Board while it is in session, or when specifically entrusted by the Board to carry out definite assignments.

**School Advisory Commission:**

May Esquivel  
Julie Stephens  
Patti Harris

Peg Whitsett  
Tina Miranda  
Matt Morris

Ken White  
Staci Pettibone  
Denise Morris

Bob MacDonald  
Christine Caldwell  
Tony Sandhu

**Father Eduino Silveira-Exofficio**

**Deb Mosbrucker-Exofficio**

**Student Council**

The purpose of our Student Council is:

- To encourage leadership and teamwork
- To give the students an opportunity to voice their ideas through their representatives
- To develop skills in self-government
- To encourage a high standard of academic achievement
- To foster school spirit through loyalty, friendliness, helpfulness and good sportsmanship

Officers are elected from the eighth grade. Class representatives are selected from each grade 3-8. Meetings are held semi-monthly with the Student Council moderator. Participants are considered to be a representative of St. Philomene Parish School, and as such are expected to maintain exemplary behavior and Catholic Christian citizenship at all times. All students participating in sports and activities, including student council, shall demonstrate the following:

- No grade lower than a “C” in all academic and auxiliary classes.
- No grade lower than a “B” in conduct or citizenship.

# DISCIPLINE/CONDUCT

## Discipline Code

We, the faculty of St. Philomene School, believe that all disciplinary action has a three-fold purpose:

- to support the right of all children to learn
- to reinforce respect for self and others
- to encourage values and develop self-control

Discipline in the Catholic School is an aspect of moral guidance. The purpose of discipline is to promote character training and to provide a classroom environment conducive to learning. Discipline is not an end in itself, but a means through which the student may become a self-disciplined person. It is toward building this attitude of responsibility and self-mastery that all disciplinary measures are aimed. The students at St. Philomene School are responsible for following the policies stated in this handbook. Students are to respect and insure the safety of others.

Every student has the right to a safe learning environment. Every student shall be treated with respect and kindness. Every student shall treat others with respect and kindness. Every student has the right to attend a school that is free of discrimination or harassment. Students' actions and attitudes are to reflect the Catholic/Christian orientation of the school. To accomplish this, all students are to recognize their individual responsibility and obligations.

- Students are to obey all classroom and school rules and demonstrate appropriate behavior at all times.
- Students are to show respect at all times to teachers, yard supervisors, teacher aides, library aides, hot lunch volunteers, visitors and all others whom they come in contact, as well as fellow students.

## Harassment Policy and Procedure

Every school has the right and the responsibility to establish a code of conduct for students, parents and staff. Every school has the right and the responsibility to develop and implement harassment and sexual harassment policy, procedure, and programs. Every school is responsible for providing a safe learning and working environment for students and staff. St. Philomene School is committed to providing a safe, positive learning and working environment for everyone. Therefore, we prohibit harassment. We will not tolerate it in any form.

### Harassment may take several forms:

- Student to student
- Adult to student
- Adult to adult

a) Verbal harassment including jokes, epithets, slurs, including racial or ethnic slurs, negative stereotyping, and unwelcome remarks about an individual's body, color, physical characteristics, appearance, or talents, references such as "honey," "hunk," or "sweetheart," etc., questions about a person's sexual practices, and patronizing terms or remarks. Verbal harassment includes inappropriate remarks made on the Internet.

b) Physical harassment such as physical interference with normal work, impeding or blocking movement, assault, unwelcome physical contact, staring at a person's body, and threatening, intimidating or hostile acts.

c) Visual harassment such as offensive or obscene photographs, calendars, posters, cards, cartoons, drawings and gestures, display of sexually suggestive or lewd objects, unwelcome notes or letters, and any other written or graphic material that denigrates or shows hostility or aversion toward an individual, because of a protected characteristic, that is placed or circulated anywhere in the workplace.

### **Definition of Bullying**

Bullying, one form of harassment, has effects on both those who bully and those who are bullied. Research has found that those who bully were two thirds more likely to have criminal convictions by adulthood. Children who are bullied suffer from loneliness, depression, and often perform poorly at school. Bullying is defined as deliberate, hurtful behavior repeated over time. Bullying may take the following forms:

- Physical bullying, which is action oriented, may include hitting, kicking, spitting, pushing, taking or damaging personal belongings.
- Verbal bullying involves using words to hurt or humiliate, and may include taunting, malicious teasing, name calling, making threats.
- Psychological or relational bullying involves manipulating social relationships, engaging in social exclusion, spreading rumors, extortion or intimidation.
- Both verbal and psychological bullying may also occur via the Internet.

### **Definition of Sexual Harassment**

Any unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitutes sexual harassment. Under certain circumstances, harassment may constitute sexual abuse. In all such cases, we will comply with the statute and take immediate action to protect the victim(s) of the alleged abuse.

### **Specific behaviors that constitute Sexual Harassment: Sexually harassing behaviors can include but are not limited to...**

- touching (arm, breast, buttock, etc.)
- spreading sexual rumors
- name calling (from “honey” to “bitch” and worse)
- leers and stares
- verbal comments (about parts of the body, what type of sexual behavior the victim would be “good at,” clothing, looks, etc.)
- sexual or “dirty” jokes
- cartoons, pictures, pornography and drawings
- using the computer to leave sexual messages or graffiti or play sexually offensive games
- gestures with the hands and body
- pressure for sexual activity

- cornering, blocking, standing too close, following
- annoying phone calls
- conversations that are too personal
- “rating” an individual - for example, on a scale from 1-10
- obscene T-shirts, hats, pins
- lifting someone’s skirt
- “snuggies” (pulling underwear up at the waist so it goes in between the buttocks)
- sexual assault and attempted sexual assault
- rape
- unwanted massaging the neck, massaging the shoulders
- touching oneself sexually in front of others
- graffiti
- making kissing sounds or smacking sounds; licking the lips suggestively
- howling, catcalls, whistles
- repeatedly asking someone out when he/she isn’t interested
- “pantsing” (pulling down someone’s pants)
- facial expressions (winking, kissing, etc..)
- “slam books” (lists of students’ names with derogatory sexual comments written about them by other students)
- “making out” anywhere on campus
- inappropriate photos on cell phone

### **Consequences for the Student Harasser:**

- a verbal warning/reprimand
- parents/guardians notified
- a written warning/reprimand, entered in the student’s file
- detention
- suspension and/or expulsion
- an apology to the victim
- writing a paper on the topic
- training/learning about harassment (classes, reading, audio-visual programs, etc.)
- referral for psychological assessment
- a parent/student/school administration conference

- police involvement
- not being permitted to participate in extracurricular activities for a specific period of time
- community service
- other sanctions deemed appropriate by the school

### **Confidentiality**

Information concerning any harassment complaint shall be treated confidentially and consistently with the diocesan legal obligations, the need to investigate, and the need to take disciplinary action if it is found that harassment has occurred.

### **Disseminating the Policy to Students and Staff**

The policy and procedures for dealing with harassment will be published in Student/Parent Handbook, Faculty Handbook.

### **Harassment Grievance Procedure**

An incident should first be reported to the principal. If the victim is uncomfortable doing this, perhaps because the principal is the alleged perpetrator, or perhaps because the victim just does not want to go to the principal for whatever reason, then the incident should be reported to another teacher/administrator in the building. Possibilities include the vice principal or school counselor. Victims should be allowed (and in some cases encouraged) to bring along an advocate to offer support. The victim should be prepared to report what happened, when it happened, where it happened and how she/he felt, what (if anything) she/he did or said in response to the harasser, what the alleged harasser(s) did or said next, and names of witnesses, if any. This information will be turned over the individual(s) investigating the complaint.

### **Investigative Process**

The investigation may consist of personal interviews with the alleged victim, the alleged perpetrator(s), and others who may have knowledge of the incidences or circumstances that led to the complaint. The investigation may also consist of other methods and documents specified by the administrator.

### **Options for Informal Resolution, when Appropriate**

Informal resolution can take the form of telling the harasser to stop the behavior and why. Or the victim may choose to write a letter to the harasser. In either case, the victim needs to share their choice of confrontation with someone they trust and respect

### **Reporting Procedure**

School personnel need to report and/or investigate all incidents of harassment and take appropriate action, whether they personally observe these incidences or are made aware of them by some other means. Reporting, investigation, and action must occur even if the victim does not file a formal complaint, and even if the victim does not express any overt disapproval of the harassment. In the eyes of the law, teachers function as supervisors, which makes them legally liable for incidences of harassment.

## Time Frame for Responding to a Complaint

Whether formal or informal, written or verbal, a complaint of harassment can be stressful for all concerned. For this reason all complaints will be investigated without delay.

## Reprisal and/or Retaliation

Any one who retaliates against an individual who reports harassment will be disciplined. Anyone who retaliates against an individual who testifies, assists, or participates in an investigation, proceeding, or hearing relating to a complaint of harassment will be disciplined. Submission of a harassment complaint or report shall not affect that individual's employment, grades, work assignments, etc.

# DISPUTE RESOLUTION PROCESS

## AIM

Disputes often arise in schools due to misunderstandings, differences in judgement, opposing interpretations of school policy, or alleged inequalities in the relationship between and among students, parents, teachers, and the principal. All parties involved in a dispute are expected to manifest good faith in their efforts to resolve disputes by maintaining an atmosphere of mutual understanding, confidentiality, and Christian charity.

Every effort should be made between differing parties, through open and honest discussion at the onset to resolve the dispute. In each case the parties need to meet to provide the opportunity to state the issue(s) clearly and begin work on solutions. The parties are empowered by their participation in the process to affect the outcome. In every case, the parties should attempt to resolve their differences at the level at which the dispute has taken place and before entering this process. For example, a dispute with a teacher must involve an attempt to resolve the difference with the teacher before beginning this process, and before contacting the principal.

## PROCEDURES

**Step One:** In the event that the situation cannot be resolved to the mutual satisfaction of either party through open and honest discussion, the dispute shall be presented within ten (10) calendar days of the incident that caused the dispute to the person most directly responsible for the matter involved in the dispute. For example, a parent complaint regarding a teacher's homework policy should be taken directly by the parent to the teacher for resolution.

**Step Two:** Disputes concerning school policy or unresolved disputes concerning school personnel shall be referred within ten (10) calendar days of the incident that caused the dispute, or within ten (10) calendar days of the presentation described in Step One above to the Principal for his or her review and decision. If the dispute is concerning an employee, the Principal shall advise the employee of the nature of the complaint. The employee shall be given ample opportunity for explanation, comment, and presentation of facts as the employee sees them. The principal shall conclude his/her review of the dispute and render his/her decision within ten (10) calendar days of the referral described in this Step.

**Step Three:** If the dispute cannot be resolved in Step Two, the complaining party within ten (10) calendar days of the Principal's decision in Step Two may present the dispute to the Pastor for his review and decision. The Pastor shall conclude his review of the dispute and render his decision within ten (10) calendar days of the referral to him described in this Step. This step does not apply to Diocesan high schools.

**Diocesan Review:** If the dispute cannot be resolved at Step Three, any party to the dispute, within ten (10) calendar days of the Pastor's decision at Step Three, may petition the Superintendent of Catholic Schools in writing for his/her review of the dispute. The Superintendent at his/her sole discretion, may decide to review or not review the dispute in question. If the Superintendent chooses to review the dispute, he/she shall render any advisory recommendation to the Pastor in writing within ten (10) calendar days of receiving the written petition.

## **PROCEDURE FOR RECOMMENDED TRANSFER**

Students clearly unable to profit from St. Philomene School by reason of ability, behavior, attitude, or parental attitude which is at variance with the school's philosophy will be urged to transfer to another school when:

- It has been determined that other schools or agencies have programs or facilities better suited to meet a child's needs.
- There has been sufficient discussion with the parents concerning the child's condition.
- Students who are consistently uncooperative and conduct themselves in a manner that is disruptive of the harmonious relationships in the school are reasons for a recommended transfer.
- The education of a student is a partnership between the parents and the school. Just as the parent has the right to withdraw a child if desired, the school administration reserves the right to require the withdrawal of a student if the administration determines that the partnership is irretrievably broken.

## **TYPES OF DISCIPLINE**

Disciplinary action is administered by the principal or teacher for violation of school rules and regulations.

### **Warning**

Students will be notified that continuation of misconduct may be the cause of further disciplinary action. Grades 4-5 receive checks. Three checks result in a detention. Grades 6-8 receive checks. Two checks result in detention. Three detentions in a trimester may result in a school suspension. SADS and checks run from Friday to Thursday. It is possible to receive checks on Friday that will carry over to the next week. If a student receives at least one check they have lost their free dress privilege on Friday. Suspensions may be issued at the discretion of the administrator.

### **Detention**

Students will serve detention for one hour after school on Tuesday and Thursday. Upon receiving a detention, students will call their parents/guardians to notify them. A written detention notice will also be sent home. Detention notices must be signed by the parent/guardian and returned the next school day. If the notice is not returned to the teacher the parent will be notified and the student will receive an additional detention. Detentions given past 2 p.m. will be served the following day. Detentions will affect the conduct/effort grade on the report card. Three detentions per trimester may result in an in-school suspension. The Principal will make a decision after consulting with the teacher/s. If a detention is not served then the student will receive an additional detention.

### **Suspension**

Suspension means exclusion from classes for a definite period of time. Students who are suspended are not allowed on campus during their suspension. Parents are informed both verbally and in writing of suspension and are asked to make an appointment with the principal prior to the re-instatement of the student. Suspension is for a serious offense against the good conduct policies of the school. **Students suspended from school will be placed on probation for the remainder**

**of the school year.** If further serious disciplinary action is necessary during that period of time, the student is subject to further discipline in the form of expulsion. A suspension will adversely affect conduct/effort grade on the report card.

**The Christian Citizenship grade on the report card is affected by the number of checks, detentions and suspensions received.** Six checks in a trimester will lower the Christian Citizenship grade by one grade. Two detentions in a trimester will lower the Christian Citizenship grade by one grade. One suspension will lower Christian citizenship by two grades.

## **Expulsion**

Expulsion means permanent termination of student status at St. Philomene School without the possibility of re-admission to the school. At the discretion of the principal, the following offenses committed by students are potential reasons for immediate suspension leading to expulsion after conference with parents. Students who have been asked to transfer or are expelled may not be on campus during school hours 7:30 a.m. – 6 p.m., or attend any school functions without the express permission of the school Principal.

- Serious disobedience, harassment, insubordination or disrespect for authority
- Language or behavior which is seriously immoral, profane, vulgar or obscene
- Use, sale, distribution or possession of drugs, alcohol or any other legally controlled substance
- Injury or harm to persons or property or serious threat of same
- Sale of any material on school grounds without proper authorization
- Unauthorized absence or continued tardiness
- Assault with, or possession of, a lethal instrument or weapon
- Serious theft or dishonesty
- Outrageous, scandalous or seriously disruptive behavior
- Conduct at school or elsewhere which would reflect adversely on the Catholic School or Church
- Academic dishonesty - Cheating, plagiarism,( please see Plagiarism and Copyright page 36) and inappropriate Internet use are forms of academic dishonesty, which have no place at St. Philomene School. Students involved in such acts, including aiding and abetting, and violation of reasonable rules set forth by the staff, will receive a zero for the particular assignment or test and may be subject to academic failure, probation, or expulsion.

The above list is not to be considered as exhaustive.

## **California Educational Code / Section 48900.4**

Students in grades 4-9 can be suspended or recommended for expulsion if the principal determines that the student has intentionally engaged in harassment, threats or intimidation directed against a pupil or group of pupils. When that behavior disrupts class work, creates substantial disorder and invades the rights of other students by creating a hostile educational environment.

# EXTRACURRICULAR ACTIVITIES

## St. Philomene Parish School Sports and Activities Policy

St. Philomene Parish School recognizes athletics and activities as an integral part of the entire school experience contributing to a student's complete educational development. We believe that all eligible students should have the opportunity to participate in athletics and activities to encourage positive scholastic and social growth. In order for this to occur, the administration, faculty, students and parents must cooperate in a responsible and efficient manner. St. Philomene Parish School expects the participants to develop and demonstrate a personal code of conduct to include good sportsmanship, scholarship, integrity and commitment to oneself and team within a Catholic Christian environment. Participants are considered to be a representative of St. Philomene Parish School, and such are expected to maintain exemplary behavior and Catholic Christian citizenship at all times.

Students to be covered by this policy:

Student-Athletes

Student body representatives

Student Council

### Academic Eligibility Requirements:

To encourage and promote academic excellence, all students participating in sports and activities shall demonstrate the following in academic performance:

- No grade lower than a "C" in all academic and auxiliary classes.
- No grade lower than a "B" in conduct or citizenship.

The grade issued at each period (including progress reports) will determine eligibility for a given student. Any student receiving an unsatisfactory grade may be placed on a two-week probation for after school sports. During the two-week probation the student/athlete is able to participate in team practice and games. If after the two week probation there is not sufficient improvement (\*No grade lower than a C in all academic and auxiliary classes, \*No grade lower than a B in conduct/effort) the student/athlete will receive a two-week suspension from after school sports. If after the two-week suspension sufficient improvement is still not noted, the student/athlete will be suspended from after school sports for the remainder of the season. Should the student receive an F on their report card they will be asked to leave the team.

### Athletics

Students are given the opportunity to participate in after school sports. The following sports are offered depending on interest and availability of coaches. We encourage each participant to put forth his/her best effort in order to acquire the skills necessary for each sport.

#### The boys may participate in the following sports:

Varsity Football	Fall
Little Dribblers	Winter
J.V. Basketball	Winter
Varsity Basketball	Winter
Volleyball	Spring
Track & Field	Spring
Golf	Spring (this sport requires a higher athletic fee)

## The girls may participate in the following sports:

J.V. Volleyball	Fall
Varsity Volleyball	Fall
Little Dribblers	Winter
J. V. Basketball	Winter
Varsity Basketball	Winter
Track & Field or Golf	Spring
Flag Football	Spring
Track and Field	Spring

A \$75 athletic fee is required (per sport) for each participant. Parents are expected to be involved in their child's sports team, through driving, snack bar, set-up, score keeping, clean-up and coaching.

## Athletic/Activity Clearance

NO student will be allowed to practice or participate in any way until the following have been completed.

- Sports participation fee paid
- Medical examination form has been completed and signed by physician
- Proof of medical insurance provided
- Return of any previously issued athletic/activity gear (once equipment is issued to student they are responsible for the returning of it or replacement costs)
- Academic clearance from teachers

## Attendance

Regular attendance is mandatory unless excused for medical reasons or by a PRIOR arrangement with coach or advisor of each sport/activity. Non-attendance at school on the day of a game or activity prohibits the participation of the absentee. If the game or activity is held on a non-school day, the student must attend a full day of school the day prior to the event, unless excused by the administration. Unexcused absences from practice or failure to maintain good attendance may be cause for removal from a team, or non-participation in a given event. Coaches may adopt rules in addition to the attendance policy, which may affect participation in games or activities.

## Dress:

All students participating in sports or activities represent St. Philomene Parish School and the Catholic community. The dress code set forth in the school handbook applies to all school functions on or off campus. Appropriate uniforms are to be worn in a designed and dignified manner. Practice wear is the school issued physical education uniform. Violation of this policy may lead to suspension of a game or expulsion from the team.

## Complaint Procedures

When a situation arises that is a concern to a parent in regard to any team or activity the following procedure shall be adhered to:

- Meet with the coach/advisor involved
- Meet with the Head Coach
- Meet with the Athletic Director
- Meet with the Principal
- Meet with the Principal, Athletic Director, Coach, Parent and Student
- Meet with the Parish Pastor
- Should these steps not produce a satisfactory result, the Diocesan procedures for grievances should be followed
- The Principal is the final recourse in all disciplinary situations and may waive any disciplinary rule for just cause at his/her discretion.

## Transportation

Parents and students are responsible for arranging their own transportation to and from event sites. ALL drivers must be 25 years of age or older, of legal standing and have the necessary insurance information and fingerprint forms on file at the school. Students may be released to parents or legal guardians if they sign a release form at the event. Students may be released to another parent or guardian only with PRIOR WRITTEN permission by the school administration along with a signed parent request.

## Sportsmanship/Citizenship

All participants, coaches and parents are to follow these guidelines:

- Make visitors feel welcome
- Accept the rules of the contest, officials decisions, directions of personnel on duty with a positive attitude
- Refrain from inappropriate remarks, gestures, insults, profanity or negative remarks
- Be gracious in victory and defeat
- Take proper care of all issued equipment

Any violation of these guidelines may lead to suspension from participation, expulsion from the arena, expulsion from the team or prohibition from further participation on a sports or activity team for the remainder of the school year or further consequences per the administration's discretion.

## Parochial Athletic League (Pal)

The Parochial Athletic League (P.A.L.) is an integral part of the educational system of the Catholic School Department of the Diocese of Sacramento. St. Philomene is a member of this league.

**PARTICIPATION ON A SCHOOL TEAM IS A PRIVILEGE!**

## FIELD TRIP POLICIES

Field trips are privileges afforded to students; no student has an absolute right to a field trip. Students can be denied participation if they fail to meet academic or behavioral requirements.

Class visits to places of cultural or educational significance give enrichment to the lessons in the classroom. To insure the desired outcomes of such trips, teachers prepare the pupils for the place that is to be visited and the things that are to be seen. Students are to wear the school uniform on all field trips unless otherwise notified. The written consent of parents must be obtained for every child participating in a field trip. No student may participate unless a signed parent permission slip for the specific event and a medical release form is on file with the school. All drivers must turn in permission slips to the teacher after a field trip. A signed Volunteer Driver Information Sheet must be submitted to the office for each vehicle used. **All parents/guardians must be fingerprinted and have the completed form on file with the Diocese.**

All parents/guardians who drive children **must** be covered with car insurance liability. Current/valid Volunteer Driver Information Sheets must be on file in the school office. When using a privately owned vehicle, the insurance coverage is the limit of the insurance policy covering that specific vehicle. The minimal, acceptable liability limit for privately owned vehicles is \$100,000 per person/\$300,000 per occurrence. Parents are reminded that the number of persons in a car should not exceed the number for which the car was constructed and each child **must** wear a seat belt. As a result of the new law that went into effect January 1, 2002, children less than six years and/or 60 pounds must ride in an approved booster seat. **Parent drivers are to stay with the children placed in their car and follow the directions given by the teacher. DUE TO INSURANCE REASONS SIBLINGS MAY NOT ATTEND SCHOOL FIELD TRIPS.** Only parents that have made prior arrangements with the teacher may attend the field trip.

### Special Activities

Special activities promote a sense of community and provide students with opportunities to develop their unique gifts and talents. Special activities may include:

Halloween Carnival	Yosemite Institute
Book Fair	Westminster Woods
Religion Contest	Band and Baton
Sacramento Spelling Bee	Parish Festival
Art Show	Speech Contest
Headlands Institute	Knights of Columbus Essay Contest
Red Ribbon Week	Variety Show
Catholic Daughters Art Contest	Science Fair
Christmas Program	

**This list is not considered to be exhaustive.**

## FINANCIAL POLICIES

### 2009-2010 St. Philomene School Payment Policy

Families of students who transfer into St. Philomene School are responsible for payment of all fees. If a student is accepted to St. Philomene School during the first six weeks of the school year, tuition will be charged for the full year. If they enter after the sixth week, then tuition will be pro-rated. If more than one person will make tuition payments, the school **must** have a signed tuition contract from each party.

Families are expected to keep their account(s) current. Failure to do so will result in the children not continuing into the next academic term (quarter/trimester), until the account is in good standing. Accounts of families of 8<sup>th</sup> grade students must be paid in full before the student may participate in any graduation ceremonies. All uncollected fees from the previous school year not paid by September 1 will be sent to collections unless prior arrangements have been made.

School and P.E. uniforms, sports fees and uniforms, school supplies, bible fees, graduation fees, science fees and assignment books are not included. (This list is not considered exhaustive and may be modified without further notice).

St. Philomene School will send communication to a secondary address, but addressee must supply self-addressed, stamped envelopes.

The registration fee, payable in March, reserves space for a student for the next school year. Registration fees are non-refundable unless St. Philomene School denies the student's admission.

### Tuition Payments

Families are required to enroll with the FACTS Tuition Management Program. Tuition is debited directly from the bank account designated by the payee. Payment is debited from the assigned bank account on the designated date each month, July through May. (Tuition payments are suspended the month of registration, typically March.) Any changes in bank accounts for the purpose of tuition payments **must** be communicated to the school office and FACTS 30 days in advance. A late fee of \$25 will be assessed to accounts that remain unpaid on the 20<sup>th</sup> of the month. A \$25 charge will be assessed for all returned checks/payments to St. Philomene School and any of its departments. Cash or money order is required for re-payment of the check and fee. If a second check/payment is returned for non-payment cash or money order is required for further payments. All school departments will be notified of this requirement.

### Early Withdrawal

If a student withdraws prior to the end of the academic school year a 14-day written notification, available through the administration, must be submitted. Families are responsible for all current and past due fees at the time of notification.

### Financial Aid

St. Philomene School maintains a financial aid program for families needing assistance. Only registered students will be considered for financial aid. Applications are made available through Facts and **must** be submitted by the due date.

## Fundraising/Parent Service Hours

Each family is required to complete 20 service hours by February 1, 2010. Families that do not complete this requirement must pay a higher registration fee for 2010-11. The increase in the registration fee for 2010-11 will be calculated by adding \$10 for every service hour not worked during the 2009-10 school year. It is the responsibility of the parent(s) to report hours worked. Hour forms are available in the school office and completed must be deposited in the drop box, also located in the school office, for hours to be credited to the family.

Each family is required to raise \$250.00 through qualified school fundraisers between August 19, 2009 and April 30, 2010 or pay the portion not raised. Any remainder owed must be paid in order to maintain a cleared status for the next school year.

### Registration Fees

Diocese Student Assessment Fee:	\$ 50
Instruction Supplies	\$ 70
Student Medical Insurance Fee:	\$ 5
Textbook Fee	\$ 92
Yard Duty Fee:	\$ 33
<b>Non-refundable</b>	<b>TOTAL \$250</b>

### Tuition Fees

	Catholic	Non-Catholic
One student	\$4,010	\$ 5,400
Two students	\$7,010	\$ 9,450
Three students	\$9,020	\$12,150

## GENERAL SCHOOL INFORMATION

### ABSENTEE/TARDINESS GUIDELINES

Regular school attendance is an important part of our program. We strongly recommend that all vacations and pleasure trips be scheduled during vacation days and not during school days. If the need should arise, **the office and teachers should be notified one week in advance, in writing, prior to the trip in order for assignments to be prepared. Additionally, all dental and medical appointments should be scheduled before or after school.**

#### Absences

- Children who are sick before leaving home in the morning should not be sent to school that day, as they are contagious and frequently unable to participate fully in school activities.
- It is the responsibility of the parent/guardian to call the office if their child is not going to be in school for any reason. For your convenience the voicemail system is available 24 hours a day. For the safety of your child we will call you if we don't hear from you. **THIS IS IMPORTANT.** We are required to verify all absences.

- State Law requires a written excuse whenever a child is absent. A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school.
- A physician's note is required for students returning to school following an extended illness.
- Twenty four (24) days absenteeism during a school year constitutes reasonable cause for retention. This may be interpreted also as 8 days per trimester. In the event of eight or more days of absences per trimester parents will be notified by letter, and a meeting may be scheduled with the principal.
- Classwork missed because of absenteeism (or its equivalent substituted by the teacher) must be completed satisfactorily in order to meet requirements for promotion or graduation. It is the student's responsibility to obtain, complete and return to teacher all missed work.

## **Tardiness**

- State Law requires a written excuse whenever tardy. A phone call does not take the place of a written excuse. Make sure your child brings a dated excuse to the teacher when he/she returns to school. A child is marked tardy when he/she arrives after 8 a.m. morning bell. In the event of being tardy five (5) times in a trimester a notice will be sent to the parents/guardians. 4th – 8<sup>th</sup> graders may receive a check and K – 3<sup>rd</sup> may receive a consequence. Further action will be taken if the situation does not improve. Dental and medical appointments, when absolutely unavoidable, are considered excused. A note must be sent to the teacher the day preceding the appointment. Phone calls are not a substitute for the note. When the student returns from the appointment, the parent/guardian must use the sign-in book located in the school office.

## **BOOKS**

All textbooks must be covered. Books are to be carried to and from school in a bookbag/backpack. A replacement fee will be charged for books that have been lost or defaced or damaged in any way.

## **EXTENSION PROGRAM**

**Philosophy:** St. Philomene Extension Program supports and supplements the family by providing a safe and comfortable environment for children. We provide a link between school and home fulfilling the needs of the children, parents/guardians and parish community.

While the school has a structured environment, our extended program will provide a flexible setting for relaxation and learning. This will be done by providing supervisors who are sensitive to the psychological and physical needs of each child. In following the philosophy and goals of the school, we will provide a bridge between the school and home environment.

Only those enrolled in St. Philomene School may participate in this program. The extension program tuition is the sole support of this program, as the school or parish does not subsidize it.

Snacks will be provided for the Extended Care students.

- Extended Care is offered from 6:45 a.m. - 7:45 a.m. and 11 a.m. - 6 p.m. on regularly scheduled school days.
- Extended Care on minimum days is 6:45 a.m. - 7:45 a.m. and 11 a.m. - 6 p.m. excluding those associated with holiday breaks (Thanksgiving, Christmas, Easter) and the last day of school.

## **Registration Fees**

The registration fee of \$40 per family covers the cost of equipment and supplies. This is due at the time of Extended Care registration.

**Monthly Cost – per child: (Hours do not carry over to next month)**

Up to 10 hours/month.....	\$ 60
11 to 20 hours/month.....	\$ 80
21 to 40 hours/month.....	\$135
41 to 60 hours/month.....	\$165
61 to 80 hours/month.....	\$195
81 to 100 hours/month.....	\$220
101 + hours/month.....	\$240

Hours are billed on a block system. **There is no need for families to pre-determine/pre-purchase hours.** Families use extended day and will be billed accordingly by the 5<sup>th</sup> and payment is due by the 15<sup>th</sup>. Hours do not carry over. If payment is not received, use may be denied until payment is received. Students must be registered in the Extended Day program to use this service.

**HOT LUNCH**

St. Philomene School offers a hot, nutritious lunch five days a week for all students. A monthly menu is sent home near the end of the previous month. Lunches are selected and the form, along with a check for the appropriate amount, made payable to St. Philomene Kitchen, must be sent back to the school **by the date indicated.**

**LIBRARY**

St. Philomene Library is for the use of its students and faculty. Each class participates in at least one library period per week. Parents/Guardians are encouraged to help in the school library. Please contact the school office for further information.

**Checking Books:** Each student is allowed to check out two books per week. The books are checked out for one week and may be renewed twice. An overdue list is sent to each teacher. If a student has an over due book for more than one month, the librarian contacts the parents.

**Lost/Damaged Books:** Books should be returned on time. The family must pay for any lost books. The student who has signed out the book is the one responsible for overdue and lost books. Un-usual damage to a book will result in payment for the book. **Writing is not allowed in the books.** At no time are reference books allowed to leave the library. These books are clearly marked “**For Library Use Only**” and must remain in the library.

**LOST AND FOUND**

Lost articles are placed in the lost and found bin. Unclaimed articles will be donated to the uni-form exchange or a charitable organization monthly. Please check regularly for lost articles.

**MILK AND JUICE**

Milk or orange juice may be purchased the first week of school for \$65 for the year. This is the only opportunity to take advantage of this program. Each day your child will receive either a carton of milk or juice each day, depending on the order. This is an optional program. Any beverages brought to school by the student must be in a non-breakable container.

## **PARTIES**

- Classroom parties are held at the discretion of the classroom teacher.
- Invitations may be passed out at school if the entire class is to be invited. If the entire class is not to be invited the invitations should be mailed. Should a parent wish to invite friends of their child to their home the school office will supply a class list of names and addresses for grades TK-8. It is necessary to make this request one week in advance.
- It is a diocesan and school suggestion to parents that mixed parties, especially for junior high students, be limited because of the results in school of such gatherings. Such parties promote frustration among the immature and make no allowance for the different rates of maturity among students. A succession of parties interferes with school work and increases discipline difficulties. These parties occasionally lack supervision. They may create a social situation better left to the years of high school.

## **RELIGION**

### **SACRAMENTAL PROGRAM**

Second grade students receive First Eucharist and First Reconciliation. Students prepare for and receive the Sacrament of Confirmation in the 7<sup>th</sup> grade. **Evening parent meetings are required for all Sacramental Preparation Programs.** It is the parent's responsibility to contact the parish SRE at 481-6757 if sacramental preparation is needed outside the school program.

### **SCHOOL LITURGY**

Traditionally an all school liturgy is celebrated the first Friday of every month at 9 a.m. A school wide prayer service is held on all other Fridays of the month at 8:15 a.m. Please watch publications for updates on the liturgies and prayer services.

### **SUNDAY LITURGY**

All Catholic parents of our school children are urged to attend Sunday Mass with their children. The children are taught that Mass is the most important part of Catholic worship and they are encouraged to participate actively in the Mass. The home must reinforce what the children are learning in school or there is a contradiction in the teaching and living of our faith. Regular attendance at Mass and use of the parish envelope assures your parishioner status.

**St. Philomene Church has Masses at the following times:**

- |                |                                      |
|----------------|--------------------------------------|
| Saturday       | 5:30 p.m.                            |
| Sunday         | 7 a.m., 9 a.m., 11:15 a.m. (Spanish) |
| Holy Days      | 9 a.m. (English) & 7 p.m. (Spanish)  |
| Reconciliation | Saturday from 4-5 p.m.               |

## **HEALTH AND SAFETY RULES**

### **Campus Safety Rules**

- **Students must walk in halls at all times and keep voices at a respectable level.**

- **Students are to respect and insure the safety of others.**
- **School uniforms will be worn by students when at school.**
- **Student's outward display of affection is not permitted at school or school events.**
- **The areas surrounding the rectory and fences are off limits at all times.**
- **Cellular Phones: Students are allowed to bring cell phones to school. They are to stay in the OFF position during the school day. A school official who observes a student talking/texting on a phone or hears a phone ringing may confiscate the offender's phone. St. Philomene reserves the right to access cell phone information. St. Philomene School is not responsible for lost or stolen cell phones. The following are conditions for having a cell phone at school:**
  1. Phones must be in **OFF** position while on campus
  2. Cell phones **may not** be used for picture taking.
  3. Harassment or threatening of persons via the cell phone is **not** permitted.
  4. Cell phones **may not** be used for game playing, text messaging, Internet or email access, or gambling or making purchases of any kind.
  5. Those who violate any of the rules regarding cell phones may forfeit their privileges of bringing them to school.
- **Sports equipment, electronic equipment (i.e. video games, ipods, itouch), cameras, radios/walkmans, toys and skateboards are to remain at home during school hours.**
- **Students may not chew gum or have lollipops on school grounds.**
- **No glass containers are allowed on school grounds.**
- **Bicycle safety: Students riding bicycles are to enter/exit school grounds using the entrance nearest the school office that is parallel to El Camino Avenue. Bicycles are to be walked to the intersection of Bell Street and El Camino Avenue. Students are to press the pedestrian button and wait, on the sidewalk, until the signal indicates it is okay to proceed across the intersection. Bicycles are to be walked across the street only. Students traveling east on El Camino are to walk their bicycles upon leaving the school ground until they have safely crossed St. Philomene School and Loretto High School driveways. Students must walk bicycles in the hallways and on school grounds. Students are to follow all bicycle rules and regulations. Helmets must be worn.**
- **Any parents/guardians wishing to volunteer for activities that involve students (Including but not limited to: working in classroom, driving on field trips, playground supervision and coaching) must be finger-printed and complete the Shield the Vulnerable online course at : [sheldthevulnerable.org](http://sheldthevulnerable.org).**

## Child Neglect/Abuse

Faculty/staff are required by law to report child abuse or suspected child abuse immediately. Faculty/staff are not to discuss the suspected abuse with the parent/guardian nor is parental consent to be sought when the parent may be the aggressor.

## Communicable Diseases

The school office must be notified immediately in the case of any of the communicable diseases listed below:

### Chickenpox

Child must stay home until 7 days or longer after the appearance of first crop of vesicles (crusts are contagious). If new vesicles continue to appear, this may mean not returning to school until 24 hours after last vesicle has made its

appearance.

### **Conjunctivitis (Pink Eye)**

Child may be in school 24 hours after active treatment has been started by physician.

### **Fifth Disease**

A harmless virus, that appears as a rash and may last up to ten days and reoccur for weeks.

### **Head Lice**

Infections with lice and mites are treatable with over-the-counter drugs - RID, etc. The student must be checked by school personnel before returning to school and must be nit free.

### **Impetigo**

A common name for a skin pyoderma. The organisms most commonly implicated as causing this disease are Streptococcus and Staphylococcus. As this disease is highly contagious, no child shall be permitted to return to school until appropriate systemic antibiotic therapy has been started or until free of disease. This area should be covered if oozing.

### **German Measles**

Child must stay home until clinical recovery at least four days from onset of catarrhal system or until rash is clear.

### **Mumps**

Child must stay home until asymptomatic or released by physician, with a minimum of nine days exclusion.

### **Pinworms**

Pupil diagnosed with pinworms should not return to school until a physician has started appropriate treatment.

### **Ringworms of scalp and body**

Microsporium species is highly contagious by both direct and indirect contact. Children before the age of puberty are very susceptible. Any child diagnosed as having ringworm shall not be allowed to return to school unless he/she has been placed on an effective therapeutic regimen, or until he/she exhibits a negative scabies until adequately treated.

### **Strep Throat**

Onset 1-4 days after exposure. Includes fever, sore throat and may also include abdominal pain. Children may return to school after two days of antibiotic treatment.

## **DRUGS AND MEDICINES**

### **CALIFORNIA STATE EDUCATION CODE #49423**

Administration of prescribed medication for a pupil notwithstanding the provisions of section 49422. Any pupil who is required to take, during the regular school day, medication prescribed for him/her by a physician, may be assisted by the school nurse or other designated school personnel if the school receives (1) a written statement from physician detailing the method, amount, and time schedules by which such medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school district assists the pupil in the matters set forth in the physician's statement. This must be done each year. Should it be necessary for a student to receive medication during the school day the following is required:

- A written statement from the parent or guardian of a child and a written statement from the physician detailing the method, amount, and schedule by which such medication is to be taken be submitted to the school office.
- Medication must be in a pharmacy labeled container.
- All medication must be brought to and kept in the school office, including inhalers.

The school will dispense over the counter medication such as cold medication or pain relievers with a completed form from the parent/guardian with complete instructions and a signature. **All medication must be in its original container.** Forms are available in the school office. Medication may be administered at school by a parent/guardian or someone delegated to do so.

## **EMERGENCY SHEETS**

Any change in address or phone number must be made known to the office. This is important to your child in the event of an accident or illness. **IMPORTANT:** Please notify the school office if there is any change in your “Emergency Sheet Information.”

## **EMERGENCY PREPAREDNESS PLAN**

This plan has been prepared so that in the event of a disaster, all conceivable actions which can be taken to ensure the safety and welfare of the students and staff, will be implemented. Preparing staff, students and families with appropriate instructions and practice in how to act and react in the case of an emergency will effectively minimize the problems that may arise.

If an emergency does occur, the school is aware of its role in working cooperatively with the community. The objective of the plan is to give aide to victims, save lives and protect property. It is the intent of this plan to make people aware of how to act and react before, during and after a situation.

Certain situations may require releasing students from school or relocating them from the school site to another location. The Principal, Vice-principal, Administrative Assistant or staff designee will authorize such actions ONLY in times of extreme emergency. All possible attempts to notify parents/guardians as to the situation will be made as soon as possible.

If an emergency occurs, and it becomes necessary to send students home early, relocate them to another site, or ask parents/guardians to pick them up, the following procedures will be followed insofar as possible.

## **NOTIFICATION OF PARENTS**

The school will initiate phone trees to notify parents of a situation or any pertinent information will be broadcast on the local radio station, KFBK, 1530 AM.

Sample message: This is (Caller’s Name), from St. Philomene School, calling to inform you that due to (type of emergency), we must evacuate the school. The children are (being transported by...OR walking) to (location and address). Please pick your child(ren) up as soon as possible.

- Parents should **NOT** call the school so that the school telephone can be used for emergency calls.

- Parents should NOT park within a one- block radius of the school so that emergency vehicles can use the streets.
- Parents WILL NOT be allowed to pick up their child(ren) until every child in a class is accounted for and will only be released to parents or persons listed on the child’s emergency card.

## **EMERGENCY ACTIONS**

**EVACUATION:** The Principal authorizes this action. It consists of evacuating a site and transporting students and staff to another predetermined location. However, predetermining a location may not always be possible depending on the type and scope of the situation.

**LEAVE BUILDING:** This action consists of an orderly evacuation of students and staff from inside the school building to a safe outside area. The signal that normally initiates this action is the school site fire alarm.

**DUCK AND COVER:** Students and staff duck underneath their own tables or desks and away from windows. Clasp hands behind their heads, thus shielding their faces with their arms and elbows. This action is primarily used during an earthquake/drill. It is initiated by 3 short rings on the school bell or by actual signs of an earthquake.

**DROP:** Students and staff DROP flat to the ground and shield the face and eyes with arms. This action would be used in open areas such as the playground/parking lot. It is initiated by a whistle and loud voice.

**SECURE BUILDING:** Lock classroom doors, close blinds and lock all other doors and gates. The students and teachers/staff will huddle on the ground immediately under the windows. It is initiated by 5 long rings on the school bell or by voice.

**LOCK DOWN:** Lock classroom doors, close blinds and lock all other doors and gates. Students and teachers/staff will continue regularly scheduled activity behind locked doors. It is initiated by voice command, “LOCK DOWN”.

**ALL CLEAR:** This action consists of returning the site to normal day-to-day condition. It is initiated by voice.

## **SPECIFIC DISASTER PROCEDURES**

**FIRE:** In the event that a fire is detected, the following will be initiated:

**Anyone:** Whoever discovers the fire will immediately sound the fire alarm then notify the office of the details of the situation.

**Office Staff:** Notify the Fire Department, 911. Notify principal.

**Principal:** Assure that the Fire Department has been notified. Monitor the LEAVE BUILDING procedures. Account for all students, faculty and staff. Work with the Fire Department. Possible initiation of relocation or early pick-up.

**Teachers:** Remain calm. Escort students to the fire drill area indicated on the evacuation route. Be sure to take roll sheet and account for all students. Display red or green card once attendance has been taken. Immediately notify the principal of any missing students or staff. Turn off lights and close classroom door once room is empty. DO NOT LOCK CLASSROOM DOOR. Render First Aid as needed.

**BOMB THREAT:** All threats are to be taken seriously.

**Call Receiver:** Remain calm and keep the bomb threat caller on the phone as long as possible. Utilize the “Bomb Threat Report” located near every phone. Attempt to signal an other person for assistance. Notify the principal as soon as possible. If immediate explosion is indicated, pull the closest fire alarm.

**Principal:** Notify authorities. Thoroughly check the schoolyard to determine if it is bomb free. Initiate action LEAVE BUILDING. Wait for the authorities and assist the officers as needed. Initiate ALL CLEAR if campus is determined to be safe.

**Teachers:** Remain calm. Escort students to the fire drill area. Do a visual sweep of your classroom to check for anything out of the ordinary. Report any unusual findings to the principal/authorities. Be sure to take roll sheet and account for all students. Display red or green card once attendance has been taken. Immediately notify the principal of any missing students or staff. Turn off lights and close classroom door once room is empty. DO NOT LOCK CLASSROOM DOOR. Render first aid as needed.

**CHEMICAL ACCIDENT:** Any accident involving large quantities of toxic gasses.

**Principal:** Contact proper authorities. Determine what action SECURE BUILDING, LEAVE BUILDING or EVACUATION will be initiated. If students and staff remain inside, turn off all ventilation systems. If EVACUATION is necessary, notify teachers and staff of location. Direct staff to notify parents/guardians of location.

**Teachers:** follow the procedures for the action initiated. Notify principal of any missing students or staff.

**EARTHQUAKE:** Most earthquakes occur without warning. The following actions will be initiated when school site personnel become aware that an earthquake is in progress.

**Anyone:** Initiate action DUCK AND COVER OR DROP

**Teachers:** Account for all students. Immediately notify the principal of any missing students or staff.

**Maintenance:** Shut off all utilities. Inspect buildings for damage.

**Principal:** Initiate EVACUATION or LEAVE BUILDING as the situation warrants. Account for all students, teachers and staff. Assist the proper authorities as needed. Initiate the notification procedures if needed.

**EXPLOSION:** The sound of the explosion may be the only warning.

**Anyone:** Initiate action DUCK AND COVER, and/or DROP.

**Principal:** Assess the situation and determine whether any further actions are necessary. Keep staff informed of the situation. Contact authorities if necessary.

**FLOOD:** The extent of the flood and the time available prior to its arrival will dictate the course of action taken.

**Principal:** Initiate action LEAVE BUILDING or EVACUATION as the situation warrants.

**SHOOTING:** If an individual/s begin firing a weapon or threatening to do so, initiate the following.

**Anyone:** Initiate action SECURE BUILDING and/or DROP.

**Principal:** Notify law enforcement. Insure safety of the campus and then first aid if necessary. Communicate with law

enforcement and paramedics. Initiate EVACUATION only after law enforcement deems it safe to do so.

**Teachers:** Stay calm. Try to keep students calm and do not move students until given the ALL CLEAR signal.

**Staff:** Support teachers in supervision of students and provide first aid if necessary.

## INTERNAL CHAIN OF COMMAND

The following is the chain of command to follow. In the event that an individual is absent or incapacitated each person will move up in turn:

Principal  
Vice-Principal  
Administrative Assistant  
Extension Director  
Level Leader

## STAFF ROLES

**PRINCIPAL:** (Vice-principal in Principal's absence) will act as the sole liaison communicating with agencies who are offering assistance i.e. Fire Department, Police etc. The principal will also communicate or initiate communications with the Pastor and the Diocese.

**VICE-PRINCIPAL:** (Administrative Assistant in Vice-Principal's absence) will act as the sole liaison with the media. No communication (i.e. information or interviews) may be given without the expressed direction of the Principal **AND** the Situation Commander.

**OFFICE STAFF:** Post relocation information on the office doors, and, if appropriate, secure the campus. Remain in office to field phone calls. In cases of relocation, take all binders containing student/staff emergency information.

**TEACHERS:** Supervise students and maintain records of their whereabouts.

**STAFF:** Assist teachers in providing supervision and comfort to the students.

## RELOCATION PROCEDURES

The main goals in choosing a relocation site are human safety and comfort. The students, teachers and staff will be moved to a site closest to the school that is out of harm's way. St. Philomene School will relocate to the following sites if necessary.

1. Fire Drill Area
2. St. Philomene Church      2428 Bell Street      (916) 481-6757
3. Loretto High School      2360 El Camino Ave.      (916) 482-7793
4. Howe Community Ctr.      2201 Cottage Way      (916) 927-3802

All St. Philomene students must be aware of the following expectations of those who choose to publish or post to a web log or websites (such as Myspace.com, Friendster.com, Yahoo, MSN, etc.) newsgroups, e-mail lists and other forms of online communication.

Should the situation be one where none of the above locations will suffice, a location will be chosen and communicated to all necessary parties. It may become necessary to transport students and staff using the local bus company.

When students are relocated from the school site to an evacuation site, the following procedures will be followed:

1. Teachers will check students onto buses, using the roll sheets, noting the bus number and the destination.
  
2. Students in grades TK-3 will be furnished with identification tags which state their name, grade, school and teacher's name.
  
3. Teachers will release students to parents/guardians or persons noted on the emergency card. As children are released, teachers will note on the roll sheet the name of the person taking the child. If the adult is not recognized check for authorization on the emergency card and ask for identification. Have the person sign out the child with their name and the time the children was released

## **STRUCTURE OF THE SCHOOL**

St. Philomene School is a gated and locked learning environment. Visitors entering campus are screened using a security monitor. The school is located in an urban setting. The school serves a diverse population. Enrollment is approximately 260 students and 45 staff as detailed below:

Normal day-to-day operations at St. Philomene School involve the following number of personnel:

Students	160
Faculty Full Time	11
Part Time	0
Administrator	2
Administrative Assistant	1
Extension Director	1
Extension Support Staff	1
Staff Physical Plant	1
Cafeteria	3-4
Support Staff	1
Sports Related Assistance	15 (afternoon-evening)
Outside Visitors	
Parents/Visitors	Usually Present (numbers vary)
Scheduled Deliveries	Daily
Outside Support (labor, trades)	1-5, as needed

# ST. PHILOMENE SCHOOL EMERGENCY PLAN

## GENERIC INFORMATION TO PROVIDE WHEN CONTACTING EMERGENCY RESPONSE AGENCIES

### EMERGENCY CALLS FIRE / POLICE / MEDICAL

Call – 911 Immediately

#### Provide the following information:

“This is an emergency. (Describe the nature of the emergency)

Establish your need(s):

“I need – (Ambulance/Police/Fire) assistance”

Relay your location(s):

“I am at SAINT PHILOMENE SCHOOL: 2320 El Camino Avenue, Sacramento 95821.

I am in: Room or Area \_\_\_\_\_”

#### Provide the following details:

“My name is \_\_\_\_\_”

“My callback number is \_\_\_\_\_”

**Do not hang up until told to do so.** Verify that the information was received correctly. Be ready to give additional information if requested.

**AFTER HANGING UP – SEND A GUIDE TO THE FRONT OF THE SCHOOL ON EL CAMINO AVENUE. NOTIFY THE SCHOOL OFFICE, TELL THEM WHAT HAPPENED. THEY WILL NOTIFY ALL THE APPROPRIATE SCHOOL AND CHURCH PERSONNEL.**

### BOMB THREAT PROCEDURES

#### OFFICE PERSONNEL or PERSONAL RECEIVING CALL

- **If the threat is made by means other than telephone, immediately notify the PRINCIPAL**
- **If the threat is made by telephone, the person receiving the call is to do the following:**
- **Fill out the form on the following page while talking the threatening caller or as soon as possible after the call is completed.**
- **Call the Sacramento County Sheriff’s emergency number: 440-5111 and tell them**

about the bomb threat using the Bomb Threat Report sheet. Ask them to dispatch a sheriff's unit to St. Philomene School, 2320 El Camino Avenue 95821.

- Notify St. Philomene Church rectory at 481-6757.
- Assist the principal as needed

## **ILLNESS/HEALTH**

In case of illness the office will make every effort to contact the parent/guardian. If the parent/guardian cannot be reached the school will contact those listed on the student's emergency form.

### **Immunization Records**

State law requires all students to have satisfactory evidence on file of current immunization. The record submitted to the school must include at least the month and year received. Students will be excluded from attendance at St. Philomene School if all records are not in by September 1.

### **Injury/Accident**

In accordance with Diocesan Administrative guidelines an accident report is filled out and a parent/guardian is notified when a serious injury or accident occurs at the school or any school sponsored event. Less serious injuries or accidents are referred to the school office. The administrative staff determines the appropriate action to be taken, using their best judgment. This may include, but is not limited to, returning the student to class or contacting the parent/guardian.

### **Parents/Visitors Procedure**

All visitors must check in at the office, obtain a visitors badge and sign out in the office when leaving. Parents wishing to visit the classrooms must make prior arrangements with the teacher and follow all other campus visitation guidelines.

### **Pets**

No pets are allowed on campus without prior arrangement.

### **Screening Tests**

In the interests of the children's health, the school provides certain health services. In the course of the year, each student will participate in the following health examinations:

Hearing in Grade 1,3,5,7 (and all new students)

Vision in Grade 1,3,5,7 (and all new students)

## **SIGNATURE VERIFICATION FORM**

All parents and guardians are required to complete the signature verification form at the back of the handbook. These will be kept on file in the school office.

## **STUDENT INSURANCE**

The registration fee includes coverage by Meyers-Stevens Co. for all our students. All students are covered for accidents during school hours or other school-sponsored activities. In the event of an injury, parents may obtain a claim form from the school office. The injury must be brought to the attention of the office the day the incident occurs. The school provides \$25,000 insurance maximum per covered accident. The policy provides benefits for covered injuries occurring during the regular school term while:

- **Attending school, including one hour before and after school.**
- **Participating in school sponsored activities or athletics (except Interscholastic Tackle Football) while under the supervision of a proper school authority.**
- **Traveling directly to or from home for regular classes.**
- **Traveling in school provided vehicles anytime while under the supervision of a proper school authority.**

## **STUDENT SERVICE PROGRAM**

A vital aspect of the Catholic faith is community outreach. St. Philomene School provides outreach opportunities to its students. One way we do this is through our Student Service Program. 7<sup>th</sup> & 8<sup>th</sup> grade students are required to perform 30 community service hours. Participation in the Student Service Program is a requirement for graduation.

## **TECHNOLOGY AND THE INTERNET**

Providing this service promotes educational excellence by facilitating resource sharing, innovation, and communication.

Access to computers can make available material that may not be considered of educational value in a school setting. St. Philomene School takes precautions to restrict access to questionable materials. Students are educated about responsible computer use and site-control software is utilized.

### **Privileges**

Access to the Internet is a privilege, not a right. St. Philomene School retains the right to review any material on user stations and revoke student privileges. The school administration and teaching staff will deem what is inappropriate use, and their decision shall be final. Examples of inappropriate use includes, but is not limited to: transmission of unlawful information on the network, improper access, misuse of information/files, and the use of obscene, abusive, or otherwise offensive or objectionable language in either public or private messages. Parents, please investigate what your children have online.

If you choose to identify yourself as a St. Philomene student, you may not represent yourself or our school community in a manner that negatively reflects the St. Philomene tradition, Mission, Philosophy and behavioral expectations.

You may not publish or post St. Philomene information, including but not limited to, the use of logos, logo wear, team/club photos or images, or reference to employees. Further, you may not post comments, or pictures of a fellow student without their knowledge and permission.

You are legally responsible for the content you post. This means that you or your family may be held personally liable for defamation, libel, obscenity, etc... **Parents are strongly encouraged to review your child's My Space (social network pages) pages on a regular basis.** Users will not re-post a message intended to be private, personal, or for a limited audience without the permission of the person who sent the message.

- Student users will agree not to meet with someone they have met online without their parent's written permission.
- Users will promptly disclose to their teacher, administrator, or other school employee any message that they receive that is inappropriate or makes them feel uncomfortable.
- Users will not re-post information intended to be private, personal, or for a limited audience without the permission of the person who sent the message.

## Regulations For Internet Use:

### Personal Safety and Privacy

- Users will post no personal contact information about themselves or others. Personal information includes address, telephone number, or other personally identifiable information.
- Student users will agree not to meet with someone they have met online without their parent's written permission.
- Users will promptly disclose to their teacher, administrator, or other school employee any message that they receive that is inappropriate or makes them feel uncomfortable.

### Inappropriate Language

- Users will not post information that, if acted upon, could cause damage or pose a danger of disruption.
- Users will not use obscene, profane, lewd, inflammatory, threatening, or disrespectful language.
- Users will not engage in personal attacks including discriminatory, prejudicial, harassing, slanderous, or libelous comments.

### Plagiarism and Copyright

- Users will not plagiarize works that they find on the Internet. Plagiarism is taking the ideas or works of others and presenting them as though they were original to the users.
- Users will respect the right of copyright owners. Copyright infringement occurs when an individual reproduces a work that is protected by a copyright without permission of the copyright holder.
- Users will cite works in an appropriate format.

## Computer Use & Care

- Students may not change the settings on any computer in the lab.
- If information is to be saved, it must be saved following the Computer Lab guidelines.
- Only software provided by the school may be used in the Computer Lab.
- No food or drink is allowed in the computer lab.

## Vandalism

Vandalism will result in cancellation of privileges. User may be held responsible for the monetary costs that are incurred for repairs and/or replacement. Vandalism is defined as any willful or malicious attempt to harm or destroy data and/or hardware. This includes, but is not limited to, the uploading or creation of computer viruses.

## UNIFORMS/STUDENT APPEARANCE

### Free Dress

Students may receive a number of non-uniform days throughout the school year. Free dress passes must be used on Fridays. **No free dress on first Fridays.** The following guidelines must be followed:

- Clothes should be modest and conducive to the learning environment. Students may not wear cut-offs, sweatpants, warm up suits, midriff tops, sundresses, backless dresses, pajamas (top or bottom), saggy/baggy pants, tank tops, sandals or high heels. Short length must be mid-point of the thigh. No sleeveless dresses or shirts may be worn and sleeves may not be rolled or tied. Dresses and skirts should be an appropriate length and style, and follow the above conditions.
- T-shirts must be appropriate with no reference to alcohol, drugs, or music bands. Professional team uniforms may be worn, however, sleeveless jerseys must include a sleeved shirt underneath. No tight clothing, including spandex and lycra, may be worn at school or school functions.
- No spiked jewelry may be worn. No tattoos or body art. As is on uniform days, make-up may not be worn on free dress days.

We reserve the right to send anyone home who is not dressed appropriately for school. Detention will be issued to students who do not follow these directives. Parents will be contacted to bring appropriate clothing. **Students who choose to violate the free dress policy may forfeit free dress for the remainder of the school year.**

### Student Appearance

Students are expected to be neat, clean and well-groomed at all times. Hair should be kept cut in the normal accepted manner, **fad haircuts, hairstyles, or hairpieces are not allowed. The student's natural hair color or natural hair color highlights are the only acceptable color.** Facial hair is not permitted i.e. **Beard, mustache or sideburns.** Nail polish, make-up, glitter, and color sprays for hair of any kind are not allowed. No perfume or cologne is permitted on campus. No jewelry other than a watch and religious necklace may be worn. Girls with pierced ears may wear one pair of **SMALL POST EARRINGS ONLY (matched pair).** Boys may not wear earrings during school hours or at any school sponsored functions. No body piercing. All uniforms are to be kept clean, pressed and

mended and pants may not be baggy, saggy or low riding. **Shirts must be tucked in and a belt worn.** In addition to the school uniform, on very cold or rainy days a heavier jacket or coat may be worn **over the school sweatshirt; jackets may not be worn in the classroom. The school sweatshirt is the only acceptable sweatshirt.** The above applies to all students in school.

## Uniforms

**Please label all uniform items with child's name.** School uniforms are worn daily except on those days when free dress or dress-up is permitted.

### Boy's Uniform

Boys are to wear navy blue Docker type pants (**no cargo pockets**) or shorts. No baggy, saggy or low riding pants may be worn. White shirt with short sleeves or plain white knit shirt (no emblems) **must** be worn, tucked in. White turtlenecks may be worn instead of the white polo shirt. Belts are to be black or brown and have no decorations. Socks are to be worn. Pants and shorts may be worn year-round. Shirts must be tucked in.

### Girl's Uniform

TK-4th grade girls wear plaid jumpers, 5-8 grade girls wear a plaid skirt, modest in length, which may be purchased at True Grits located at: 3600 Madison Avenue, 455-8877. White short/long sleeves blouses or plain white knit shirts (no emblems except school logo) **must** be worn, tucked in. White turtlenecks may be worn instead of the white polo shirt. Solid red, white, or navy blue ankle or knee socks **must** be worn. Socks are to be worn. Girls may wear solid red, white, or navy blue tights. Girls may also wear navy blue Docker type pants (**no cargo pockets or corduroy**) or walking shorts. These may be worn year-round. Girls must wear belts and shirts must be tucked in. School sweats may not be worn under the school uniform.

### P.E. Uniform

Beginning in 3<sup>rd</sup> grade, students are required to change into and out of P.E. uniforms. P.E. shorts, shirts, and sweatpants are sold at True Grits. This clothing and their school sweatshirt are the only clothes to be worn during P.E. Non-marking tennis shoes must be worn during designated P.E. class time. School sweats are to be worn only for P.E. classes.

- Authorized P.E. uniform is the only acceptable uniform. Authorized P.E. sweat suits are the only acceptable warm up attire. All students are expected to dress for each P.E. class.
- Kindergarten through Second Grade only: On assigned P.E. days only, the P.E. uniform is to be worn in lieu of the regulation school uniform.
- Grades third through eighth: All students are expected to change into and out of their P.E. uniform during the recess prior to P.E.

## **Shoes**

Shoes may be of any style, clean, neat, and safe for playground use. (No platform tennis shoes, ballet slippers, sandals, boots, or open toed shoes are allowed). All shoes must have non-marking soles and be laced or buckled. (Velcro is also acceptable)

## **Sweatshirt**

Uniform sweatshirts are sold at True Grits. Students may also wear school sponsored sport team sweatshirts or shirts. **Sweatshirts that are not official St. Philomene clothing may not be worn.**

## **Spirit Day**

The 2<sup>nd</sup> Monday of each month is designated as Spirit Day. Students may wear any St. Philomene School logo-wear. i.e. Sweatshirts , t-shirts, or sport shirts. The uniform pants, shorts, or, skirts are to be worn. On all other days unless noted the school uniform is the only accepted attire.

## **Uniform Exchange**

Uniform exchange sells uniforms that have been donated by parents or left unclaimed in the Lost and Found.

## **USE OF STUDENT INFORMATION/PICTURES**

St. Philomene School reserves the right to use student pictures in publications and on the school's website. Any parent who does not wish his or her child's picture used must notify the principal in writing.

## **RIGHT TO AMEND**

The information contained in this handbook is not to be considered exhaustive and the School Advisory Committee and principal retain the right to amend it.

# **PARENT/STUDENT AGREEMENT AND SIGNATURE VERIFICATION FORM**

**PLEASE RETURN THIS FORM TO THE SCHOOL BY SEPTEMBER 5, 2009**

I have read and I agree to comply with the contents of the St. Philomene School Parent/Student Handbook for the 2009/2010 school year.

---

**PARENT/GUARDIAN SIGNATURE**

---

**STUDENT SIGNATURE**

---

**STUDENT SIGNATURE**

---

**STUDENT SIGNATURE**

---

**STUDENT SIGNATURE**

**Date:** \_\_\_\_\_







2320 El Camino Avenue  
Sacramento, CA 95821  
916-489-1506